Air Force Personnel Center

Force Support Career Field Management

Mrs. Violet Brantley
AFPC/DPIBH

Overview

- Who We Are
- What We Do
- What You Can Do
- Summary

Who We Are

Force Support Career Field Management Team (CFMT)

CFM Team Chief: VACANT

CFMT Specialist - Manpower:	**Larry Kunzler**
CFMT Specialist - Personnel:	**Laura Hanks**
CFMT Specialist - Services:	**Jim Anderson**
CFMT Specialist - Family Matters:	**VACANT**
CFMT Specialist - Instructional Systems:	**Violet Brantley**
CFMT Specialist - Education Services:	**Orphalinda Acosta**
CFMT Family Member Programs Liaison:	**Christi Skinner**
CFMT Family Member Programs Liaison:	**Karen Storc**
CFMT Specialist - NAF Career Program:	**Lisa Stevens**
NAF Administration:	**Shelli Dunn**
Training Administration:	**Stacey Compton**
	Heather Weaver
Human Resources Specialist	**Martin Coulter**

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What We Do

Mission of DPIB

- **Corporately manage systematically defined career paths for all civilians and provide deliberate development necessary to build and sustain an Air Force leadership cadre into the future**
- **Primary Functions:**
  - **Career Field Management**
  - **Accessions**
  - **Civilian Force Development**
    - ***Career Development Plans and Feedback***
    - ***Developmental Assignments***
    - ***Leadership Training and Education***

Force Support Career Field

- **38,000+ APF and NAF Positions**
  - **FS APF Centrally Managed Positions**
    - **Air Staff/AFPC/MAJCOM/FOA**
    - **Base-Level Positions**
    - **Total: Approximately 3200 positions**
  - **FS NAF Centrally Managed Positions**
    - **HQ AFSVA/MAJCOMS**
    - **Base-Level Positions**
    - **Total: Approximately 530 positions**

Force Support APF Centrally Managed Positions

- **Air Staff/AFPC/MAJCOM/FOA**
- **Base-Level Positions**
  - Squadron Directors, Deputy Directors, Operations Officers, Flight Chiefs
  - Airman & Family Readiness Directors/Consultants
  - Child Dev Directors/Assistants
  - Civilian Personnel Officers/HR Specialists
  - Club Managers/Assistants
  - Deputy Directors for Installation Support
  - Education Services Officers/Specialists
  - Fitness Center Managers
  - HROs
  - Instructional Systems Specialists (GS-11 and above)
  - Training Specialists (GS-12-15)
  - Librarians
  - Management Analysts
  - Marketing Directors
  - Military Personnel Specialists
  - Mortuary Spec/Officers
  - Sexual Assault Response Coordinators (SARCs)
- **Total: Approximately 3200 positions**

Force Support NAF Centrally Managed Positions

- **All NF-IV and above**
  - HQ AFSVA/MAJCOMs
  - Bowling Managers/Asst Managers
  - Lodging Managers/Asst Managers
  - Golf Course Superintendents
  - Club Managers/Assistant Club Managers
  - Golf Course Managers/Asst Managers
  - Name Brand Restaurant Managers/Asst Managers
- **Total: Approximately 530 positions**

APF/NAF -- What We Do

- **Touch every FS RPA coming to AFPC in 11i**
  - **Create/Approve EXT Recruitment Assessments**
  - **Create/Approve INT Ranking Templates**
  - **Create/Approve Standard Position Descriptions**
  - **Validate Centrally Funded PCS**
- **Management Advisory -- 30,000+ inquires annually**
- **Recruiting Assistance/Standardized Promotion Plans**
- **Provide Subject Matter Expert Reviews for PPP**
- **Administer Tuition Assistance Programs—APF/NAF**
- **Schedule and Provide Centrally Funded Training**
- **Administer the FS Career Broadening Program**

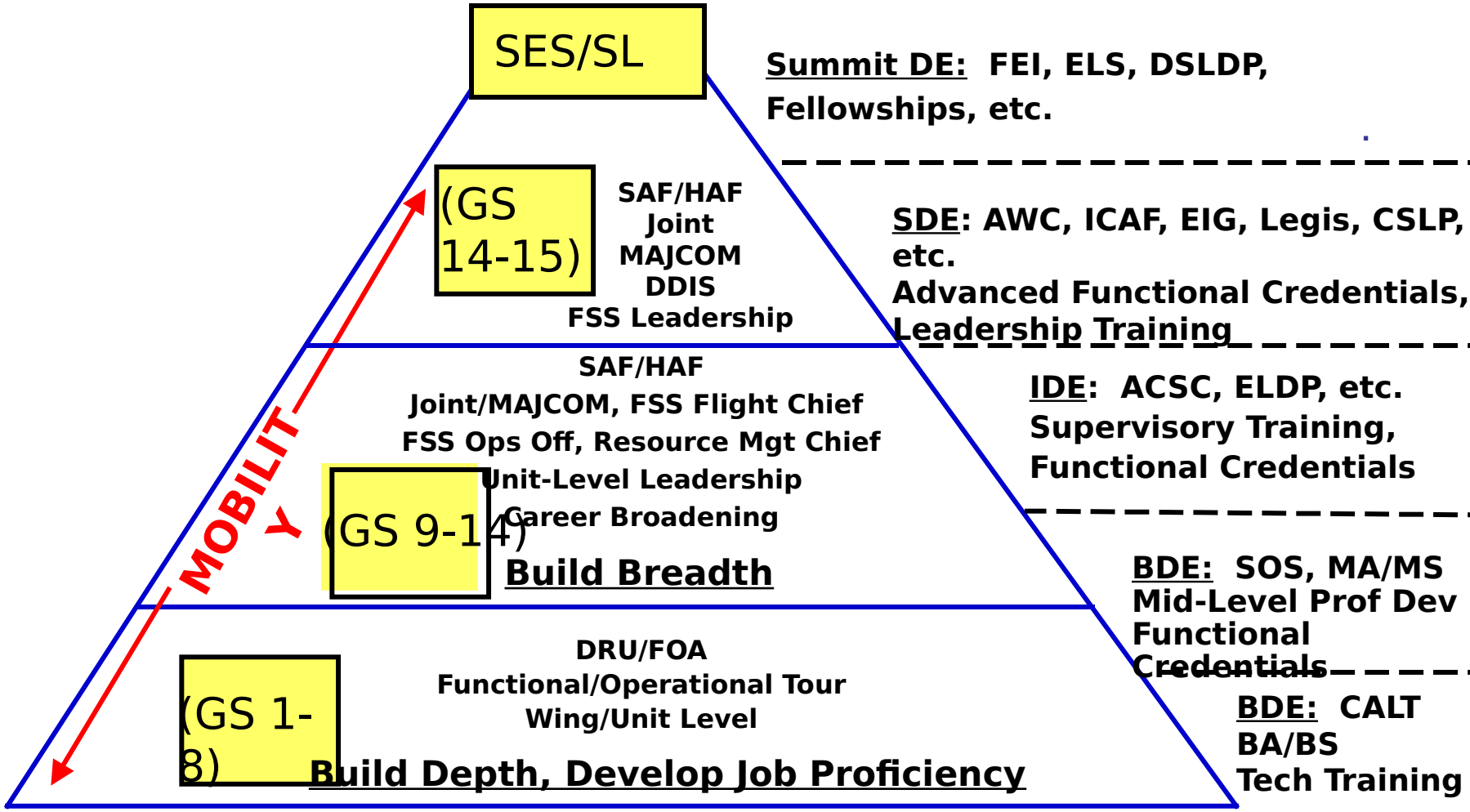
APF/NAF-- What We Do

- **Administer APF Palace Acquire Intern Program**
- **Administer NAF Management Trainee Program**
- **FS Development Team Support**
- **Career Counseling**
  - Provide general career advancement/development counseling
  - Guide applicants in staffing tool procedures
  - Explain/Review qualifications
- **Administer the NAF, Web-Based Staffing Tool**
  - All Centrally-Managed NAF positions

What You Can Do
(Mentoring your Civilians)

Right Person, Right Place, Right Time

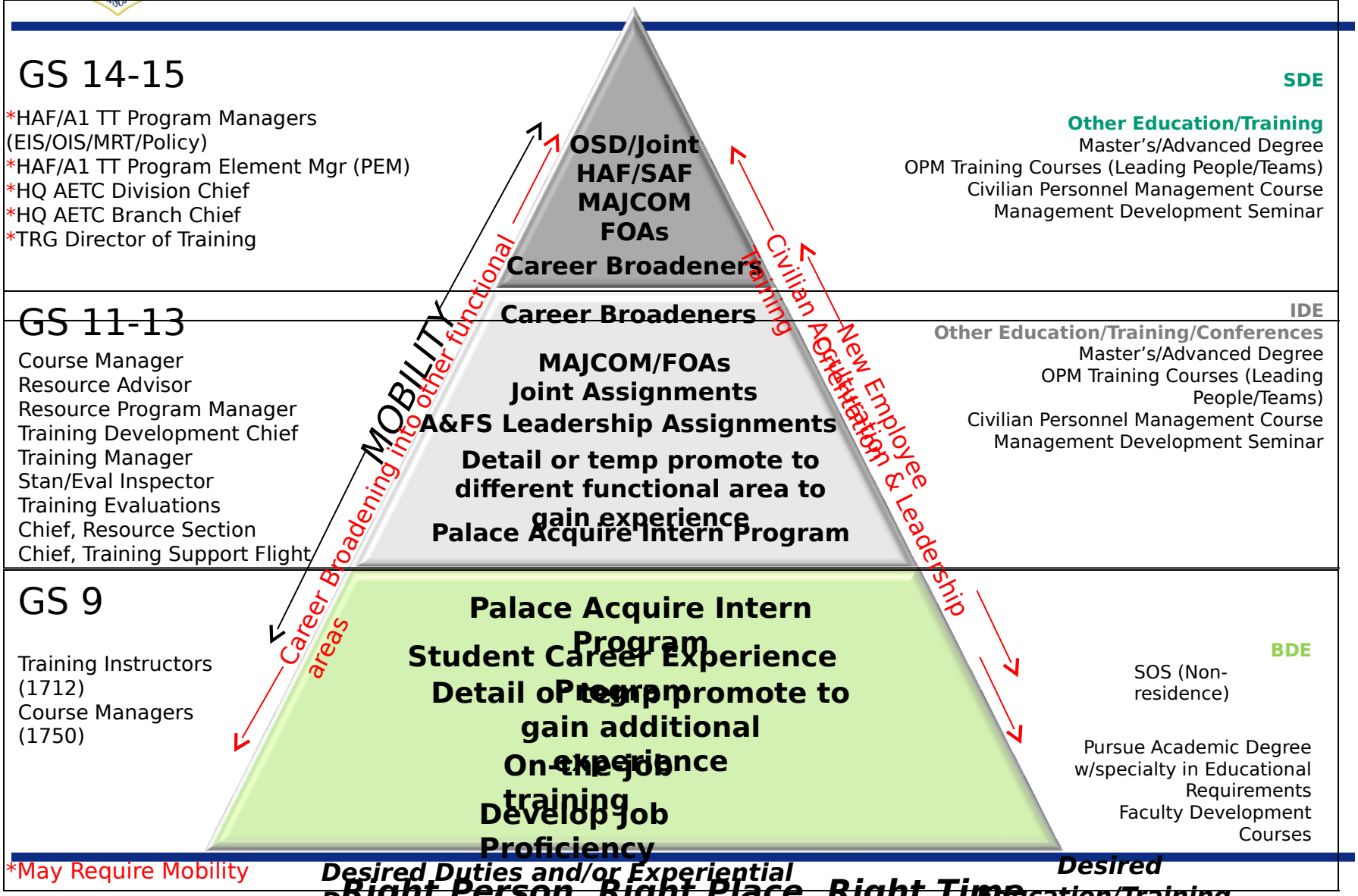
FS Career Field Model
Leadership Path



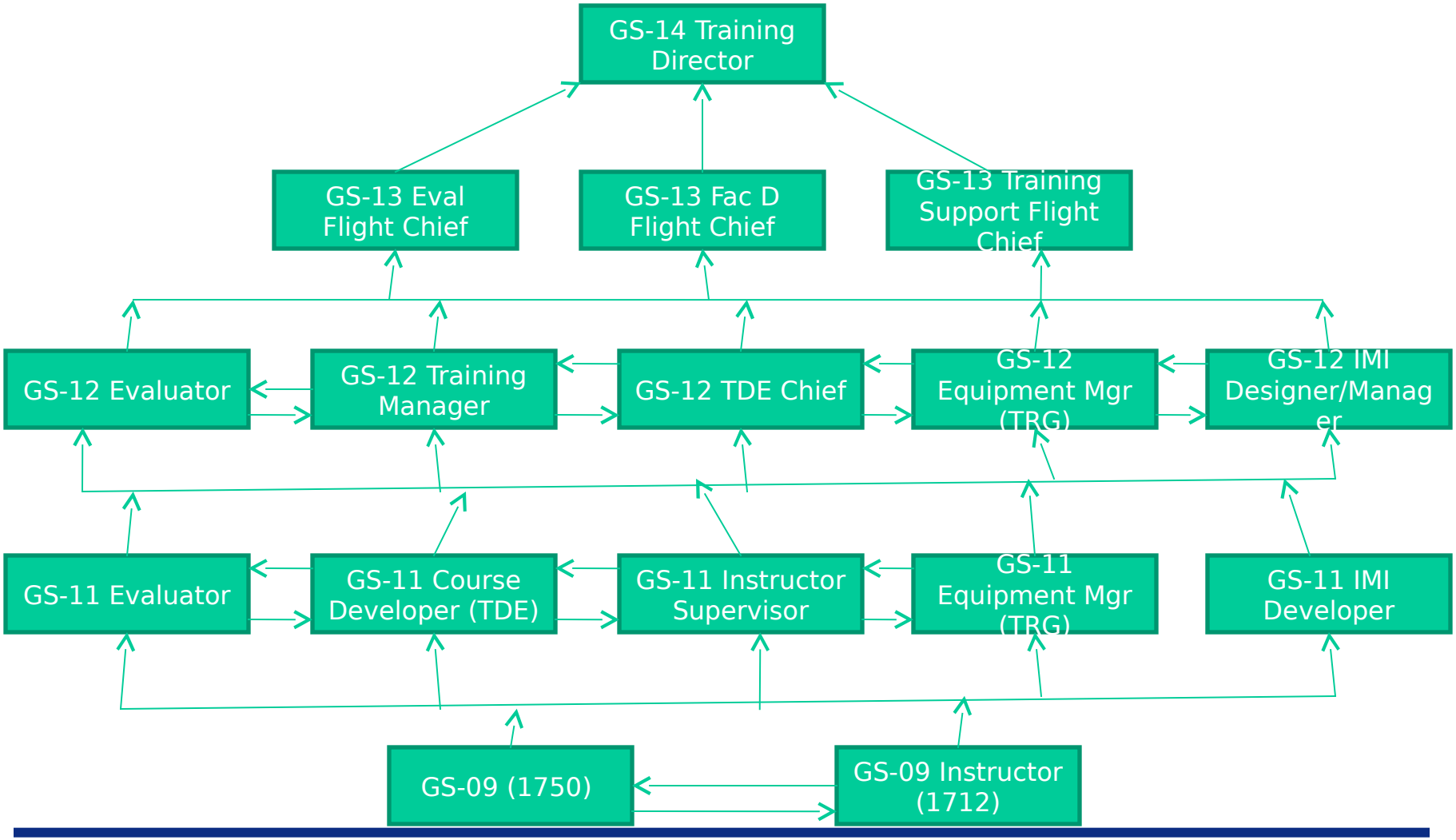
Right Person, Right Place, Right Time

Instructional Systems Specialist Career Path

ENTRY CAN BE AT ANY LEVEL BASED ON PRIOR EXPERIENCE AND TRAINING



Civilian Employee Career Progression



Right Person, Right Place, Right Time

Key #1 -- Mobility

- **At Current Location**
  - Discuss options for development w/supervisor
  - Try other positions once you have gained experience and knowledge of current position
  - Increase breadth of experience
- **PCS**
  - Show high-mobility and willingness to move
  - Multiple commands
  - Increases depth and breadth of experience
- **Networking**

Key #2 -- Education

- **Bachelors Degree**
  - Highly desirable for mid-level leadership (Element Chief and above in FSS)
  - Necessary for registration in appropriate level PME
  - Some positions have positive education requirements (Airman and Family, Child Care/Youth positions, Education Services, Instructional Systems, Librarians, Sexual Assault Response Coordinators)
- **Masters/Advanced Degree**
  - Highly desirable for key leadership (Flight Chief and above in FSS)
  - Weighted for Civilian Development Education/Development Team
  - Tuition Assistance (TA) Sources
    - Base Education Office (Local Funds)
    - GS/NSPS (permanent, centrally managed) can apply for centrally funded TA through the CFMT (POC: Stacey Compton)
    - NF-IV/V employees (permanent, centrally managed) and NF-III employees occupying permanent positions that are a feeder group to covered positions in Clubs, Golf, Bowling and Lodging can apply for NAF centrally funded TA through the CFMT (POC: Lisa Stevens)

Key #3 Professional Military Education (PME)

- **Squadron Officer School (SOS) In-residence (APF only)**
  - Annual Data Call - Spring
  - Must be GS-09 through GS-12 or equivalent
  - Must have 2 years continuous Federal Civil Service (be in a permanent career-competitive/career position)
  - Must have a Bachelor's Degree
- **Correspondence courses (APF and NAF employees)**
  - Squadron Officer School (SOS) – GS 9-12
  - Air Command And Staff College (ACSC) - GS 12-13
  - Air War College (AWC) - GS 14-15
  - Enrollment/Eligibility
    - Base Education and Training Office, or
    - On-line at http://www.au.af.mil/au/schools.asp

Key #3 PME-Correspondence

- **Air Command and Staff College Online Masters Program (ACSC-OLMP)**
  - Highly competitive 24-month program
  - Call goes out – Spring
  - Performance, overall employment record considered
  - Must have a Bachelor's Degree
  - Employee gets both PME credit and Masters Degree
  - Not available to NAF employees

Key #4 Civilian Development Education (CDE)

- **Intermediate Development Education (IDE) – Annual Data Call**
  - **Air Command and Staff College (ACSC) In-Residence**
    - APF employees only
    - Must be GS-12 and above or equivalent
    - Must have 2 years continuous Federal Civil Service (be in a permanent career-competitive/career position)
    - Must have a Bachelor's Degree
  - Air Force Legislative Fellows Program
  - Harvard JFK School of Government
  - Public Policy Program Princeton Woodrow Wilson School of Public and International Affairs (PRIN)
  - Air Force Institute of Technology
  - Master's Program – Accredited University of choice
  - Air Force National Labs Technical Fellowship Program
  - DoD Executive Leadership Development Program (ELDP)

Key #4 Civilian Development Education (CDE)

- **Senior Development Education (SDE) – Annual Data Call**
  - **Air War College (AWC) In-Residence**
    - APF employees only
    - Must be GS-14 or above or equivalent
    - Must have 2 years continuous Federal Civil Service (be in a permanent career-competitive/career position)
    - Must have a Bachelor's Degree
  - National War College
  - Industrial College of the Armed Forces (ICAF)
  - ICAF Senior Acquisition Course (ISAC)
  - RAND Fellowship Program
  - Stanford Sloan Program, Stanford Graduate School of Business
  - Alfred P. Sloan Fellows, MIT Sloan School of Mgmt

Key #4 Civilian Development Education (CDE)

- **Senior Development Education (cont ‘d)**
  - Harvard JFK School of Government
  - Public Policy Program Princeton Woodrow Wilson School of Public and International Affairs (PRIN)
  - Air Force Institute of Technology
  - Master’s Program – Accredited University of Choice
  - Air Force National Labs Technical Fellowship Program
  - Excellence in Government (EIG)
  - E-Government (EIG)
  - DSLDP (Defense Senior Leader Development Program)

Key #4 Civilian Development Education (CDE)

- **Wide Range of Programs**
  - Intermediate Development Education (IDE)
  - Senior Development Education (SDE)
- **Eligibility varies by program**
  - Not opened to NAF employees
- **Mobility Required**
- **Additional information available at:**
  - **http://ask.afpc.randolph.af.mil/**
    - In upper right hand corner it will say “To Search Click HERE”
    - Under “Search By Keyword” Type CIVILIAN DEVELOPMENTAL EDUCATION
    - You will get a list of programs to browse for information
  - **http://www.au.af.mil/au/schools.asp**

Key #4 Civilian Developmental Education (CDE)

- **CDE (IDE/SDE)**
  - Call goes out – March
  - Individual submissions – May
  - DT review – June
  - If approved by DT goes forward to AF Board – Sep/Oct
  - Announcement Nov / Dec
  - Class Starts July/August timeframe
- **Initiated to meet long-term AF leadership needs**
  - Select high potential employees for right training
  - Put training to work in a follow-on assignment
- **Qualifications**
  - Education/PME
  - Experience
  - Mobility
  - Supervisor assessment/endorsement
  - Other Factors

Key #5 – Career Broadening (CB)

- **CB Positions**
  - Eligibility pool – all series – GS 12-14
  - Filled through temp reassignment
- **DT review**
  - Whole person/Ed/PME/Mobility/Experience
  - Mobility required
  - 30 month tour
  - DT vectors to unique job
  - DT/CFMT will assist with outplacement after CB tour

Key #6 - Update Records

- **Education/Training/PME can now be updated by the employee**
  - Updates are done through My Biz
  - Updates made through AFMA will show a “V” for verified on the record next to the item in the system, all others will not

- **Permanent education changes are done through AFMA**
  - Training and Awards must be done through local CPF
  - Transcripts MUST be on file for employees in positions with a positive education requirement

- **ECRU is used by an employee to make updates to duty history and PME before meeting a DT board**
  - These are NOT permanent changes and not reflected in the System, they only show on the DT brief
  - Click the link below for more information and access to ECRU **http://ask.afpc.randolph.mil/ (type 8370) in search box**

Key #7 – Development Team (DT)

Airman Development Plan (ADP)

- **Established in Chief's Sight Picture, 2 May 03**
- **Establish career paths that reach across entire career field**
  - Create and grow civilian leaders
  - Civilian Development principals same as military
  - Enable employees to identify career goals and better understand direction for career progression
  - Provide realistic feedback through supervisors
  - Past performance and needs of the Air Force define opportunities
  - Opportunities for PME, advanced degrees, broad assignment experiences & upward mobility – for those who are motivated and prepared
  - Understand warrior culture & how specialties enable warfighting
- **ADP**
  - **https://w20.afpc.randolph.af.mil/afpcsecurenet20/PKI/MainMenu1.aspx**
  - Taking place of T-CDP--still using T-CDP in FY10

Key #7 – Development Team (DT) ADP/I-CDP

- ***Ready*** **- Ready now to assume greater responsibility in a more challenging position at the same grade or a grade higher than currently held**
- ***Groom*** **– Demonstrated growth potential; would benefit from assignment in a related specialty or different organizational level. Sufficiently skilled to take on new developmental opportunities**
- ***On Track*** **– Needs further development at current assignment, but may be ready for developmental position or greater responsibility in the future**
- ***Current Assignment*** **– Stay in current assignment (required for specific expertise or announced retirement, etc.)**

Key #7 – Development Team Steady State Vectoring (SSV)

- **Steady State Vectoring call alternates each year**
  - Flight Chiefs and up/ MAJCOM/HQ Branch Chief and above
  - Section Chiefs / MAJCOM/HQ Action Officers
  - Call goes out in Feb / Mar
- **Provide vector**
  - Review ADP/T-CDP
  - Assess depth/breadth of experience
  - Assess training/education history
  - Identify gaps in individual experience
  - Recommend future types of assignments/training
  - Identify top candidates for promotion/training
- **Some selected for centrally funded training**
  - University of Tennessee Strategic Leadership
  - OPM Leadership Courses

Key #8 – Development Team Statement of Intent (SOI)

- **Mirror Squadron Commander Process**
  - **FSS Director / Deputy Director / Operations Officer**
  - Call goes out - Mar
  - SOI due – Aug
  - DT review – Sept
  - Release list – Oct
  - Begin using list - Jan
- **Qualifications**
  - Education/PME
  - Experience
  - Mobility
  - Supervisor assessment/endorsement
  - Other Factors

Key #9 – Stay Current

- **List Servers**
  - **Force Support Career Field**
    - **Send email to lyris@afpclist.afpc.randolph.af.mil**
      Subject: subscribe cfscf
  - **New Civilian Leadership Development list server**
    - **Send email to lyris@afpclist.afpc.randolph.af.mil**
      Subject: subscribe cld

Summary

Supervisor Responsibilities Career Development/Advancement

- ***Understand*** **the career field and the force development process, requirements, and military/civilian career paths**
- ***Educate*** **on what various career choices entail in terms of time, commitment, mobility, etc.**
- ***Mentor*** **and *challenge* both military and civilians to maximize their individual potential**
- **Provide *constructive* *T-CDP/ADP feedback***

Help your employees decide what to do next!

Individual Responsibilities Career Development/Advancement

- Factors impacting career advancement
  - Skills competencies - experience
  - Mobility
  - Education
  - Professional Military Education
  - Supervisory experience
  - Performance/Appraisals

- Are you willing to become a corporate asset?

Individual Responsibilities
Career Management

- **Take an active role in managing "YOUR" career**
  - Understand the requirements for the position you want today …and tomorrow
  - Review pyramids/website tools
  - Consider mobility to increase opportunities
  - Work with your supervisor and mentors
  - Embrace the DT process
  - Apply for opportunities consistent with DT Feedback
- **Don't ever think you're out of the ballgame**
- **Leadership stands ready to help**

You decide what to do next!

Conclusion

- **How does this help you and your employees?**
  - **Identifies the institutional standards the DT values for career/leadership development**
  - **Identifies opportunities for career development/feedback**
  - **Reality check**
    - **Realistic personal expectations vs needs of the Air Force**

Opportunities to reach your full potential consistent with AF needs

NSPS TO GS TIMETABLE

- **AF TIMELINE**
  - **July 4 – No AETC Bases will convert**
  - **July 18 – Sheppard, Vance, Luke**
  - **August 15 - Laughlin**
  - **September 12 – Keesler, Lackland, Maxwell, Columbus, Randolph and All PAQs**

HIRING METHODS

- **RESUME BASED APPLICATIONS –USAJOBS.GOV**
  - **PHASE I**
    - **GOODFELLOW**
    - **USAFE**
    - **OSAN**
  - **PHASE II 24 MAY 10**
    - **CHARLESTON AFB**
    - **MCGUIRE AFB**
    - **MCCHORD AFB**
    - **LANGLEY AFB**
    - **ELEMENDORF**
    - **ANDERSON AFB**
  - **PRES OBAMA SIGNED A MEMO REQUESTING COMPLETE CONVERSION**

Questions?